

**SANDY PARKS & RECREATION
LONE PEAK INDOOR FACILITY CLEANING DEPOSIT &
KEY CARD INSTRUCTION**

CLEANING DEPOSIT

- < A **\$200.00** cleaning deposit will be charged for indoor pavilion rental. \$25.00 of your deposit will be kept if you fail to pick up key card and/or if our on-call employee has to come out and unlock/lock pavilion.
- < Cleaning deposit needs to be paid when you pick up the key card. Key card can be picked up **1 to 2** days prior to reservation date. (Office hours are Monday through Friday 8:00 am to 6:00 pm)
- < **Your cleaning deposit will be refunded upon satisfactory completion of the following:**
 - 1) **tables & chairs put away**
 - 2) **wipe down counters**
 - 3) **empty trash**
 - 4) **sweep floors**
 - 5) **mop up spills**
- < **Please no tape on the walls.** Damage caused by using tape on the wall will be deducted from your deposit fee.
- < **Balloons are not allowed in the building.** If you fail to follow this rule and a balloon gets away and is trapped in the high ceiling fan, you will be responsible for the cost of the balloon removal. The fee is \$100.00 since we need to rent equipment to do this.
- < \$20.00 charge for lost or stolen key cards.
- < Cleaning deposit will be refunded no less than one (1) working day after your reservation. Bring key card with you to receive deposit. Deposit may be picked up at Sandy Parks & Recreation Office, 440 East 8680 South, Monday through Friday, 8:00 a.m. 6:00 p.m.

KEY CARD INSTRUCTIONS

- < To unlock the building hold card vertically with the bar code facing the sensor bar. The red light will flash, then the green light will flash - it is unlocked.
- < This key card is only good during the day and time of your reservation unlock time (9:00 a.m. - 2:30 p.m.) or (4:30 p.m. - 10:00 p.m.). If you leave the premises during your reservation time or before ending time, it is your responsibility to lock the building (follow locking procedures).
- < The door will remain unlocked during your reservations hours, if you are loading/unloading items to your car, always make sure that you have your key card with you in case of automatic lock (safety precaution). There is an automatic lock down programmed for 2:45 and 10:15 p.m. daily.
- < If your card fails to lock or unlock the door please call: on weekdays/daytime (Monday-Friday 8:00 a.m. to 6:00 p.m.) call 568-2900. Weekends/evenings - Police Dispatch at 568-7200.
- < To lock up the building follow same procedure as unlocking.